

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Unit Secretary

IMMEDIATE SUPERVISOR: Associate Director

SUMMARY: Responsible for all secretarial duties for the assigned Unit consisting of the Associate Director and Fiscal Analysts. Acts as backup for other Unit Secretaries and Bill Analysis Secretary at the request of the Executive Secretary/Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

1. Performs accurate and timely word processing and proofreading of all reports, issue papers, tables, analyses, budget-related material, and correspondence for the assigned unit.
2. Prepares slide show presentations.
3. Maintains records of subcommittee meetings and attendance.
4. Assists management in designing, formatting, and editing for consistency in Agency products.
5. Performs other duties as assigned by Associate Director.
6. Works overtime as required.

SKILLS AND ABILITIES:

1. Extensive word processing skills.
2. Working knowledge of Microsoft Office 2010, Adobe Acrobat, and Internet Explorer. Ability to convert documents into PDF format.
3. Knowledge of the organization, punctuation, and composition of business letters, reports, charts, and tabular material.
4. Knowledge of correct English usage, spelling, and punctuation.
5. Ability to prioritize workloads during stressful situations occurring as a result of short deadlines.
6. Ability to use diplomacy, discretion, and judgment in giving out information.
7. Serve on internal Senate Fiscal Agency committees.

Note: In addition to the above, Unit Secretaries also possess the same qualifications as listed in the Bill Analysis Secretary Job Description. This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency, his or her designee, or the Associate Director.